

Lesson 2: Report Time Worked

Scenario

In the first lesson, you met our SHARP Trainer, James. He walked you through the basics of Time and Labor. You should now have an understanding of key terms, processes and roles in SHARP Time and Labor.

In this lesson, James will show you how to enter an employee's reported time as well as make adjustments when time is incorrectly reported in a previous period.



Lesson 2: Report Time Worked

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate to Time Entry Timesheets
- Enter time worked and leave taken
- Submit time for approval
- Adjust leave or funding from a prior period timesheet

Lesson 2: Report Time Worked

□ Lesson Topics

In this lesson you will learn about the following topics.



Topic 1:
Basic Time
Reporting



Topic 2:
Time
Reporting
with Projects



Topic 3:
Leave or
Funding
Adjustments



Lesson 2: Report Time Worked

□ Basic Time Reporting

Time reporting involves recording time and leave in a daily format using the standard timesheet. The format provides detailed time and leave records for FLSA compliance. As a timekeeper, you begin each pay period by printing paper time documents for each employee. You then collect the signed and approved time documents at the end of the pay period for data entry. This lesson covers the entry of reported time. The printing of time documents is covered in lesson three, topic 2, Time and Labor Reports.

This lesson covers time and leave entry as it pertains to certain classified employees and those unclassified employees who follow Executive Order No. 04-13 <https://admin.ks.gov/offices/personnel-services/agency-information/executive-orders>. It does not address time and leave entry as it pertains to other unclassified employees.

TIP: It is best practice to monitor regulation changes that might affect time reporting



Lesson 2: Report Time Worked

Non-Exempt Employees

- Non-exempt employees report actual hours worked each day rather than hours scheduled to work. If hours worked differ from the hours defaulted on the time document, non-exempt employees only enter actual hours worked on the time document. This is referred to as **exception time reporting**
- Reporting actual hours worked each day provides better information for management reporting
- Non-exempt employees need to report leave based on hours scheduled to work for leave purposes in order to maintain in pay status hours for the period
- A day of vacation or sick leave should equal the time scheduled to work that day

Lesson 2: Report Time Worked

❑ Non-Exempt Employees (cont.)

- Non-exempt employees are paid an hourly rate. Hours are reported in quarter hour (.25) increments. The number of hours reported determines the amount of a non-exempt employee's paycheck
- Non-exempt employees accrue sick leave based on the hours in pay status (such as hours worked and leave taken) during the pay period that count toward leave accrual
- Non-exempt employees accrue vacation leave based on the hours in pay status (such as hours worked and leave taken) during the pay period that count toward leave accrual **and** length of service

Lesson 2: Report Time Worked

❑ Non-Exempt Quarter Hour Conversion

Non-exempt employees report time and leave in quarter hour increments. This schedule is used to convert time and leave to quarter hours for non-exempt employees.

Minutes	Hours Recorded
0-07	0.00
08-22	0.25
23-37	0.50
38-52	0.75
53-67	1.00

Lesson 2: Report Time Worked

Exempt Employees Time Reporting

- Full-time Exempt employees are paid a bi-weekly rate base on 80 hours over two weeks.
- Exempt employees must record hours worked or leave taken on the days of their actual schedule (such as Monday Thru Friday of both weeks).
- Exempt employees may record actual hours worked, or accept the default schedule.
- Exempt employees who fall within the “N2” job class and are paid the Retention Incentive Pay Rate Differential (S14) should record actual hours worked and paid leave taken by day using the S14 time reporting code.

Lesson 2: Report Time Worked

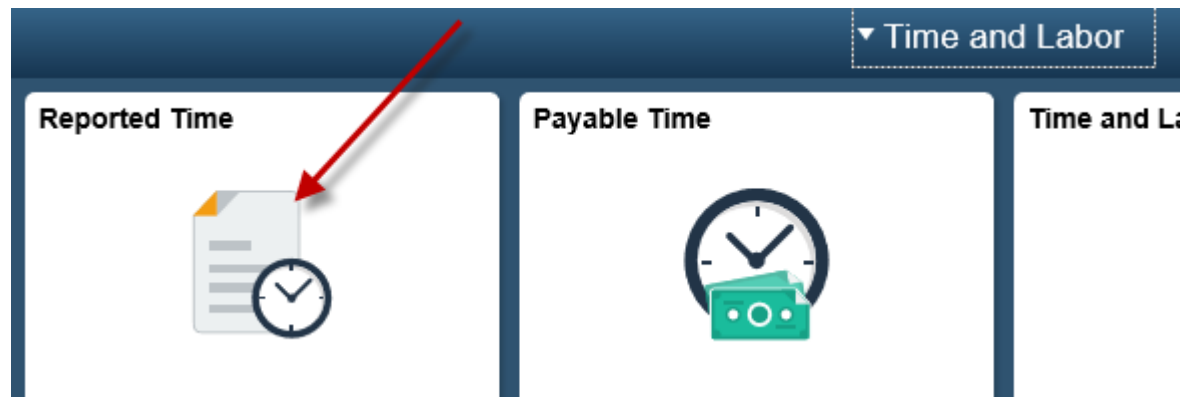
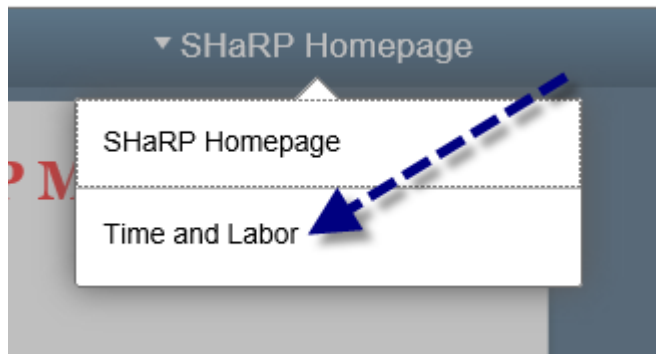
❑ Exempt Employees Leave Reporting

- Exempt employees record vacation , sick, holiday compensatory time taken, or shared leave in half-day increments
- Split time should be recorded as a total. For example, if an exempt employee is away from work for two hours in the morning and two hours in the afternoon, the time away from work is considered a half day of vacation, sick leave, or similar leave
- Supervisors manage employee leave requests. For example, if an employee who has been abusing the policy asks to be off work for 2 hours to run an errand, the leave request can be denied, or the supervisor can ask the employee to take and report a ½ day off instead

Lesson 2: Report Time Worked

□ Navigate to Timesheets

Timekeepers use the Time and Labor Homepage, Reported Time Tile, Timesheet Navigation link to access timesheets to record time worked by the employees assigned to them.



Lesson 2: Report Time Worked

Timesheet Summary

Use the search fields to view a list of employees at the bottom of the page

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Preferred method for faster response time: Employee ID or Department (number).

Tip: If you search by Last Name and First Name, enter at least the three digit Department ID in the Department field too. Example: Last Name: Duck; First Name: Donald; Department: 173 or 1734567890. The more information you include, the faster the results. Do not use these fields to search: Time Reporter, Group, Empl Record, or Business Unit.

Lesson 2: Report Time Worked

❏ Search by Department Example

NOTE: Department ID is the preferred search method. Up to 300 employees can be returned at one time after entering a date within the pay period and clicking the **Get Employees** button. Only active employees in the Department selected will display. Click “Include Inactive Employees” if you want to include them.

Employee Selection Criteria



Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	1234567890

☐ Include Inactive Employees


Lesson 2: Report Time Worked

Load More Entries / Load All



Up to 300 employees can be returned at one time after entering a Department number and clicking the **Get Employees** button. You have the option to load additional employees by clicking the **Load More Entries** button or to load all employees by clicking the **Load All** button, but the results may take some time to load.


Department	173	
Reports To Position Number		
Position Number		

Change View

*View By Week 

☒ Show Schedule In

Date 02/04/2019  

Load More Entries 

Load All

Total number of employees in department is displayed here.

300 of 458 entries loaded

Employees For , Totals From 02/04/2019 - 02/10/2019

Lesson 2: Report Time Worked

Select Employee

The search results default to the current pay period. Use the **Previous Week** and **Next Week** hyperlinks to move to a different pay period. To view the timesheet for an employee, click on their Last Name. **Note:** You can sort your list by clicking on most of the column headers. For example, if you want to **sort** by First Name, click on the First Name Column Header either once or twice depending on if you want to sort it in ascending or descending order.

Change View

*View By

Week

☒ Show Schedule Information

Date

02/04/2019

[Previous Week](#)
[Next Week](#)

Employees For , Totals From 02/04/2019 - 02/10/2019



1-7 of 7

Time Summary		Demographics									
Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours	
Dino	Denny	B00001	0	Deputy Director	0.0000	0.0000	40.0000		0.0000	0.0000	
Zebra	Michelle	B00009	0	Human Resource Professional	0.0000	0.0000	40.0000		0.0000	0.0000	

Lesson 2: Report Time Worked

Basic Time Reporting Template

For basic time reporting, the **Taskgroup** field defaults to “__ _NONTASK” or “3 Digit Agency Code + NONTASK” (example: 173NONTASK). This is the time reporting template used for employees that do not report time to a project

Total	Time Reporting Code	Taskgroup		
80.0000	REG - Regular Earnings 	173NONTASK 	+	-

Lesson 2: Report Time Worked

Select Pay Period

Notice that the **Previous Period** and **Next Period** hyperlinks are also available at the top of each timesheet. The **Previous Employee** and **Next Employee** hyperlinks are also available when you enter a Department on the Search page.

Corey M Latte

Human Resource Professional

[Actions](#) ▼

Employee ID K00002

Empl Record 0



Earliest Change Date 02/10/2019

Select Another Timesheet

*View By

Calendar Period ▼

*Date

01/27/2019  

Reported Hours 80.0000

[Previous Period](#) [Next Period](#)

[Previous Employee](#) [Next Employee](#)

From Sunday 01/27/2019 to Saturday 02/09/2019 

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8
<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	<input type="text"/>	12.0000	8.0000	8.0000	8.0000	4.0000

Lesson 2: Report Time Worked

View By Time Period

The **View By** field should always be set to “Calendar Period” so that you see the State of Kansas pay period which is two weeks. An Exception is for a newly hired or terminating employee who is not active the entire two weeks. In those situations, change the date, then change View By to Week or Day.

Corey M Latte

Human Resource Professional

[Actions](#) ▼

Employee ID KC

Empl Record 0

Earliest Change Date 02

Select Another Timesheet

*View By

Calendar Period ▼

Previous

*Date

01/27/2019

📅 ↺

Previous Em


Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	We 2/6
	8.0000	8.0000	8.0000	8.0000	8.0000			12.0000	8.0000	8.0000

Lesson 2: Report Time Worked

Refresh Button

If you accidentally change the date, use the **Refresh**  button to display the current time period (pay period).

Corey M Latte

Human Resource Professional

[Actions](#) ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 02/10/2019

Select Another Timesheet

*View By

Calendar Period ▾

[Previous Period](#) [Next Period](#)

*Date

01/27/2019



[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8
	8.0000	8.0000	8.0000	8.0000	8.0000			12.0000	8.0000	8.0000	8.0000	4.0000

Lesson 2: Report Time Worked

Previous/Next Employee

Corey M Latte

Human Resource Professional

Actions ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 02/10/2019

Select Another Timesheet

*View By Calendar Period ▾

*Date 01/27/2019 📅 ↺

Reported Hours 80.0000

[Previous Period](#) [Next Period](#)

[Previous Employee](#) [Next Employee](#)

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8
	8.0000	8.0000	8.0000	8.0000	8.0000			12.0000	8.0000	8.0000	8.0000	4.0000

Use the **Previous Employee** and **Next Employee** links to quickly move through time entry. You can also return to the search screen to select a different employee. The **Previous Employee** and **Next Employee** hyperlinks are available when you enter a Department on the Search page or if the employee has more than one Empl Rcd (hence two positions/timesheets within your agency).

Lesson 2: Report Time Worked

Default Schedules

- Your Agency HR Administrator assigns the default work schedule and default holiday schedule for each employee. If you feel the wrong Time Reporting Code (TRC) or hours are defaulting for any of your employees, update the TRC and hours on the timesheet and notify your Personnel Office. They can make updates to the work schedule and/or holiday schedule so that the correct TRC and hours default correctly for the **next** pay period and/or holiday.
- For most non-exempt employees, the timesheet contains the default work and holiday hours by day. Exceptions to the default work hours are recorded by changing the default hours and/or TRCs.
- In Time and Labor, exempt employees are also required to record 80 payable hours. Otherwise, an error will occur when Time Administration runs.

Lesson 2: Report Time Worked

Default Hours

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period. There are many different default schedules in the State of Kansas. Notify your Personnel Office if you believe that an employee's default schedule is incorrect.

Timesheet

Corey M Latte
Human Resource Professional

Actions ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 01/27/2019

Select Another Timesheet

*View By Calendar Period

[Previous Period](#) [Next Period](#)

*Date 01/27/2019

[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings

Lesson 2: Report Time Worked

Time Reporting Codes

Timesheet

Corey M Latte
Human Resource Professional
[Actions](#) ▼

Employee ID K00002
Empl Record 0
Earliest Change Date 01/27/2019

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 01/27/2019 Previous Employee Next Employee

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code
<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	<input type="text"/>	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	<input type="text"/>	72.0000	REG - Regular Earnings
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.0000	<input type="text"/>	8.0000	VAC - Leave-Vacation

Time reporting codes are required for each time or leave row.

Lesson 2: Report Time Worked

Default Time Reporting Code

Timesheet

Corey M Latte

Human Resource Professional

Actions ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 01/27/2019

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 01/13/2019 Previous Employee Next Employee

Reported Hours 80.0000

From Sunday 01/13/2019 to Saturday 01/26/2019 ?

Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Total	Time Reporting Code
								8.0000						8.0000	HDC - Holiday Credit-Paid-1.0
	8.0000	8.0000	8.0000	8.0000	8.0000				8.0000	8.0000	8.0000	8.0000		72.0000	REG - Regular Earnings

Time reporting codes that typically default on the timesheet include: REG – Regular Earnings, SF1 – Shift 1, and HDC – Holiday Credit. Contact your Personnel Office if you have questions about which TRC to use.

Lesson 2: Report Time Worked

Add Rows / Delete Rows

Use the **Add Row (Plus Sign)** button to display another row so that you may enter additional time reporting codes to record exceptions to the default schedule. Some common exceptions are sick leave, vacation leave, and compensatory time. Click the **Delete Row (Minus Sign)** to remove a row.

Corey M Latte

Human Resource Professional

Actions ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 01/27/2019

Select Another Timesheet

*View By Calendar Period

*Date 01/27/2019

Reported Hours 80.0000

[Previous Period](#) [Next Period](#)

[Previous Employee](#) [Next Employee](#)

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup		
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings	173NONTASK		

+

-

Lesson 2: Report Time Worked

Information Tabs

Tabs listed under the Save for Later and Submit buttons include additional information that is helpful when entering reported time.

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Re
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - f

Save for Later

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Payable Time

Reported Time Status

Lesson 2: Report Time Worked

Reported Time Status

Reported Time Status

Summary




Leave / Compensatory Time

Exceptions

Payable Time

Reported Time Status

1-10

Date	Reported Status	Total	TRC	Description	Add Comments
01/28/2019	Saved	8.0000	REG	Regular Earnings	
01/29/2019	Saved	8.0000	REG	Regular Earnings	
01/30/2019	Saved	8.0000	REG	Regular Earnings	

After the timesheet is saved, the **Reported Time Status** for each Date, Hours (or dollar amount), and Time Reporting Code is displayed. The status in this section of the timesheet typically begins as Saved. The Status is updated as the timesheet is Submitted. The status changes to Submitted for all but “SS” (Self-service) type Workgroup employees. For SS type workgroup employees, it changes to Needs Approval when Submitted and then to Approved once it is approved.

Lesson 2: Report Time Worked




Reported Hours Summary

The Reported Hours Summary tab show the weekly and pay period totals for “Total Reported Hours.” “No category Displayed” is not applicable to the State of Kansas.

Save for Later
Submit

Reported Time Status
Summary
Leave / Compensatory Time
Exceptions
Payable Time

Reported Time Summary



1-2 of 2 

Category	Total	Week 1 (1/27-2/2)	Week 2 (2/3-2/9)
Total Reported Hours	80.0000	40.0000	40.0000
No category Displayed	80.0000	40.0000	40.0000

Lesson 2: Report Time Worked

Leave / Compensatory Time Balances

This section list leave balances as of the last pay period end date minus any hours recorded on the timesheet that have been **Submitted**. NOTE: The balance on the timesheet is reduced when leave is recorded and the timesheet is Submitted. If the timesheet is only Saved, the balance is not reduced on the timesheet. It is important to know that this display does not break out the number of vacation hours that are over the cutoff for this employee. Also, if the employee has a Discretionary Day, the words, “Discretionary Day is Available” display. If the Discretionary Day balance is zero, no wording will display for it. The “View Detail” column is not used by the State of Kansas.

Reported Time Status

Summary






Leave / Compensatory Time

Exceptions

Payable Time

Leave and Compensatory Time Balances

1-7 of 7

Plan	Recorded Balance	View Detail
Sick	500.100	
Vacation	241.300	
Discretionary Day Is Available		
Compensatory Time	12.000	
Holiday Comp-Time	4.130	

Lesson 2: Report Time Worked

Return to Select Employee Link

The **Return to Select Employee** link at the bottom of the page navigates you back to the search page to find a specific employee whose timesheet you wish to view and update.

Leave and Compensatory Time Balances ?

Plan	Rec
Sick	
Vacation	
Discretionary Day Is Available	
Compensatory Time	
Holiday Comp-Time	

[Return to Select Employee](#)

Lesson 2: Report Time Worked

Save For Later

The **Save for Later** button allows you to return to the timesheet for further data entry, but does not submit the timesheet for processing. It is important to use this button until you are certain you are ready to send the timesheet through the Time Administration process.

Note: When you click **Save for Later**, message “**Would you like to validate worked time?** (13504,10066)” pops up. It is best practice to click Yes to the message so online edits are run. When you **Submit**, the edits will automatically run.

Timesheet


Corey M Latte

Human Resource Professional

Actions ▾

Select Another Timesheet

*View By Calendar Period ▾

*Date 01/27/2019 

Reported Hours

From Sunday 01/27/2019 to Saturday 02/09/2019 

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2
<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>

Save for Later

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Lesson 2: Report Time Worked

Submit

Click the **Submit** button to check for basic time entry errors. When clicking Submit, the Status changes to “Submitted” unless the employee’s workgroup is of an “SS-type,” in which case, the Status changes to “Needs Approval.” Once changed to Needs Approval, you may select all and approve the rows. Doing this will change the Status to Approved.

NOTE: In order for the Time Administration Process to pick up Reported Time, the time must have one of the following Status’s: Submitted (SB), or Approved (AP). Time Administration will not pick up rows that are in Saved (SV), Needs Approval (NA), nor Denied (DN) status.

Timesheet

Corey M Latte

Human Resource Professional

Actions ▼

Select Another Timesheet

*View By Calendar Period ▼

*Date 01/27/2019 

Reported Hours

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2
<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>

Save for Later

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Lesson 2: Report Time Worked

☐ Checking Status of Reported Time

Reported Time (Timesheet) Status Values include:

<u>Description</u>	<u>Code</u>
Approved	AP
Needs Approval	NA
Saved	SV
Submitted	SB

To determine if Reported Time needs approval, sort on the “Hours to be Approved” column of the Timesheet Search page. Check both weeks of the pay period. You can also review the Status or Status Description column of the ***Reported Time by Dept by PPED*** Time and Labor WorkCenter Query or the ***Reported Time Extract*** (Refer to Time and Labor reports <https://www.admin.ks.gov/offices/personnel-services/sharp/reports>)

Time Summary		Demographics					
Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved ▾	Scheduled Hours
Latte	Corey	K0000235291	0	Human Resource Professional	40.0000	40.0000	40.0000

Lesson 2: Report Time Worked

Check for Errors

Would you like to validate worked time? (13504,10066)


Yes

No

When you click either the **Save for Later**, SHARP prompts you to check for errors on the timesheet. Click the **Yes** button. After you review and correct errors, click the **Save for Later** or **Submit** button again to process the corrected time entry. **NOTE:** If a Holiday falls within the pay period, This message displays if there is time recorded on the holiday: **“Warning – 20XX-XX-XX is scheduled as a holiday (13504,3003). Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.”** This message will appear multiple times if there is more than one holiday in the pay period.

Lesson 2: Report Time Worked

Comments

Date	Reported Status	Total	TRC	Description	Add Comments
01/28/2019	Saved	8.0000	REG	Regular Earnings	

Comments related to time entered for 01/28/2019

	Date	User ID	DateTime Created	Source	Comment
1	01/28/2019	AGY_TL	02/04/2019 4:17PM	Time Reporting	Worked on a Production issue.

Add Comment

OK

Cancel

Apply

To add a new comment, click the bubble in the Add Comments column that corresponds to the relevant date. This field should not be used to track any medical, disciplinary or other personnel-related information. Once a new comment has been entered and either OK or Apply has been clicked, the comment can no longer be modified or deleted.

Lesson 2: Report Time Worked

□ Time Entry Examples

There are many work scenarios that occur across the State of Kansas each pay period. If you have questions about your particular situation or are unsure which time reporting codes to use, contact your agency designated Time and Labor expert.

The following screen outlines the most common non-exempt time entry scenarios:

- Worked Default Schedule
- Took Leave
- Worked Rearranged Schedule



Lesson 2: Report Time Worked

Scenario: Non-Exempt Worked Default Schedule

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period. In this scenario, the employee worked their default schedule.

Timesheet

Corey M Latte
Human Resource Professional
[Actions](#) ▾

Employee ID K00002
Empl Record 0
Earliest Change Date 01/27/2019

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 01/27/2019 📅 🔄 Previous Employee Next Employee

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings ▾	173NONTASK 🔍	+

Save for Later Submit

Lesson 2: Report Time Worked

❑ Non-Exempt Worked Default Schedule (cont.)

When the employee works the default schedule, review the timesheet and click the **Submit** button. **Note:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. If you are entering time daily, click on the **Save for Later** button and click on the **Submit** button only after all your entry is complete for the two weeks.

Timesheet

Corey M Latte

Human Resource Professional

Actions ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 01/27/2019

Select Another Timesheet

*View By

Calendar Period ▾

*Date

01/27/2019 

[Previous Period](#) [Next Period](#)
[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time F
<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	<input type="text"/>	8.0000	8.0000	8.0000	8.0000	8.0000	<input type="text"/>	80.0000	REG

Save for Later

Submit

Lesson 2: Report Time Worked

❑ Non-Exempt Worked Default Schedule (cont.)

The Submit Confirmation statement displays. **Click OK.** The Reported Time is now in Needs Approval or Submitted Status. **NOTE:** Before the Submit Confirmation message displays, you may see the blue processing circle* and the green saving ribbon.* Be patient, as the process takes a bit of time to pull in a list of those who can approve your time. *



< Time and Labor	Reported Time
Saving Page	

Submit Confirmation



The Submit was successful.

Time for the Time Period of 2019-01-27 to 2019-02-09 is submitted



Lesson 2: Report Time Worked

Scenario: Non-Exempt Took Leave

In the timesheet below, the default schedule is 8 hours Monday-Friday for both weeks of the pay period. In this scenario, the employee was on vacation on the second Friday of the pay period. When an employee takes leave, follow the steps outlined on the next few screens.

Timesheet

Aston Martin

Accounting Specialist

Actions ▾

Employee ID J0001

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period ▾

*Date 01/27/2019 📅 ↻

[Previous Period](#) [Next Period](#)

[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time R
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG -

Save for Later

Submit

Lesson 2: Report Time Worked

❏ Non-Exempt Took Leave (cont.)

Step 1: Delete the hours that defaulted for the REG time reporting code on the day that the employee was on leave. To do this, you can click in the field and then double click the hours. Then click Delete on your keyboard.

Timesheet

Aston Martin
Accounting Specialist
Actions ▾

Employee ID J0001
Empl Record 0
Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period ▾

*Date 01/27/2019 📅 ↺

[Previous Period](#) [Next Period](#)

[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time R
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG -

Lesson 2: Report Time Worked

❑ Non-Exempt Took Leave (cont.)

Step 2: Add a new row to the timesheet. (Notice I deleted the hours from Friday.) Click on the + (Plus sign / Add Row) button to add a new row. **Note:** You may need to scroll to the right to locate the **Add Row** button.

Timesheet

Aston Martin
Accounting Specialist
[Actions](#)

Employee ID J0001
Empl Record 0
Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 01/27/2019 Previous Employee Next Employee
Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000			80.0000	REG - Regular Earnings	173NONTASK	+

Lesson 2: Report Time Worked

❑ Non-Exempt Took Leave (cont.)

Step 3: Select the appropriate time reporting code for the new row. In this scenario, we have used the “VAC” time reporting code to denote the use of vacation leave for this non-exempt or hourly employee. You may type in the Time Reporting Code if you know it or click on the down arrow to display a list from which to choose.

Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup		
8.0000	8.0000	8.0000	8.0000			80.0000	REG - Regular Earnings ▼	173NONTASK 🔍	+	-
							VAC - Leave-Vacation ▼	173NONTASK 🔍	+	-

Choose a time reporting code for the employee's leave.

Lesson 2: Report Time Worked

❑ Non-Exempt Took Leave (cont.)

Step 4: Enter the same number of hours for leave that the employee was scheduled to work. Note: You do not need to enter the “.00”. Also, do not enter zero on the Fri 2/8 Regular row.

Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup		
8.0000	8.0000	8.0000	8.0000			80.0000	REG - Regular Earnings	173NONTASK	+	-
				8			VAC - Leave-Vacation	173NONTASK	+	-

Enter the leave hours in the same row as the leave time reporting code

Lesson 2: Report Time Worked

❑ Non-Exempt Took Leave (cont.)

Step 5: Click the **Submit** button to mark the timesheet as “ready” for the Time Administration process. The Reported Time Status will change to Submitted for “TK” and Interface-type workgroup employees.

If this is an employee set up with an “SS” workgroup, the status will change to Needs Approval and you’ll need to Approve the rows before they are “ready” for Time Administration. **Reminders:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. If you are entering information daily, click on the **Save for Later** button and then click the **Submit** button only after all your entry is complete.

Select Another Timesheet

*View By Calendar Period

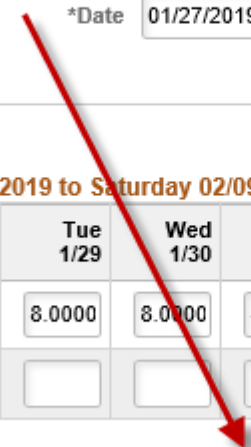
*Date 01/27/2019

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3
	8.0000	8.0000	8.0000	8.0000	8.0000		

Save for Later Submit



Lesson 2: Report Time Worked

❑ Non-Exempt Took Leave (cont.)

Step 7: Prior to the Submit Confirmation statement displaying, you will most likely see the blue processing icon (see image below). Be patient as it is pulling in the group of approvers and could take some time. Once the Submit Confirmation displays, **Click OK**. The Reported Time is now in Needs Approval or Submitted Status.



Timesheet

Submit Confirmation



The Submit was successful.

Time for the Time Period of 2019-01-27 to 2019-02-09 is submitted

OK

Lesson 2: Report Time Worked

Scenario: Non-Exempt Rearranged Hours

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period. In this scenario, the employee worked a 40 hour week, but altered the hours worked on each day of the week. When an employee works rearranged time, follow these steps.

Timesheet

John Wayne

Accounting Specialist

Actions ▾

Employee ID J00012

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period

[Previous Period](#) [Next Period](#)

*Date 01/27/2019

[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time R
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG -

Lesson 2: Report Time Worked

❑ Non-Exempt Rearranged Hours (cont.)

Step 1: Delete the hours that defaulted for the REG time reporting code on the days that the employee did not work the default hours.

Timesheet

John Wayne

Accounting Specialist

Actions ▾

Employee ID J00012

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By

Calendar Period

[Previous Period](#) [Next Period](#)

*Date

01/27/2019



[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time R
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG -

Lesson 2: Report Time Worked

❑ Non-Exempt Rearranged Hours (cont.)

Step 2: Enter the actual hours that the employee worked on each day. You do not need to enter the decimal point nor the zeros. SHARP will format the fields for you when you Add a new row, click Save for Later. or Submit.

Select Another Timesheet

*View By

Calendar Period

▼

Previous Period

Next Period

*Date

01/27/2019

📅 ↺

Previous Employee

Next Employee

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time F
		10	5	8.0000	10	7			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG.

Save for Later

Submit

Lesson 2: Report Time Worked

❑ Non-Exempt Rearranged Hours (cont.)

Step 3: Click the **Submit** button to mark the timesheet as “ready” for the Time Administration process. **Reminder:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. If you are entering information daily, click on the **Save for Later** button and then click the **Submit** button only after all your entry is complete for the two weeks.

Select Another Timesheet

*View By

Calendar Period

▼

[Previous Period](#)
[Next Period](#)

*Date

01/27/2019

📅

↻

[Previous Employee](#)
[Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time F
		10	5	8.0000	10	7			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG.

Save for Later

Submit

Lesson 2: Report Time Worked

❑ Non-Exempt Rearranged Hours (cont.)

Step 4: Prior to the Submit Confirmation statement displaying, you will most likely see the blue processing icon (see image below). Be patient as it is pulling in the group of approvers and could take some time. Once the Submit Confirmation displays, **Click OK**. The Reported Time is now in Needs Approval or Submitted Status.



Timesheet

Submit Confirmation



The Submit was successful.

Time for the Time Period of 2019-01-27 to 2019-02-09 is submitted

OK

Lesson 2: Report Time Worked

Payouts

- There are multiple TRCs for vacation leave payout, sick leave payout, compensatory time payout, and holiday compensatory time payout. Typical codes include: **Sick:** SLA: Sick Leave Accrual; SLS: Sick Leave Service Hours; Sick Payout Hours: SLH; SLP/SLK: Sick Leave Payout Dollars; **Vacation:** VLA: Vacation Leave Accrual; VLS: Vacation Leave Service Hours; VLP/VLK: Vacation Leave Payout Dollars for Retirees; VLN/VLT: Vacation Leave Payout Dollars for non-retirees; Vacation Payout Hours: VLH; **Holiday Compensatory Time:** Payout Hours: HTH and Dollars: HTP/HTK; **Compensatory Time:** Payout Hours: CTH and dollars: CTP/CTK
- Comp Time and Holiday Comp Time Payouts do not take into consideration Comp Time Taken (like CMT), nor Holiday Comp Time Taken (like HCT), so if CMT/HCT is recorded on the employee's last timesheet, you'll need to reduce the CTH or HTH by the CMT or HCT and reduce the dollars associated with them by the value of the CMT or HCT
- The payout code may need to be adjusted based on the KPERS membership date (July 1, 1994) and the dollar amount may need to be adjusted based on the Retention Incentive Pay Rate Differential (S14) established in 2006 for certain job codes (in the "N2" family)
- The payouts usually appear in the timesheet with SB (Submitted Status) on the Wednesday after the pay period end date. This can change if there is a holiday

Lesson 2: Report Time Worked

Payouts (Cont.)

- SHARP will automatically calculate the payouts if the eligible employee transaction that triggers a payout is entered in Job Data prior to payroll cutoff (such as a Termination (TER) or Retirement (RET)) and if accurate Payable Time Hours exist
- The Job Data TER/RET cutoff is typically 6PM Tuesday of calc week
- The Reported Time must be submitted for TER/RET employees by 3:30PM Tuesday of calc week at the latest
- The correct Payable Time must exist (in Needs Approval or Approved) status by 6PM Tuesday of calc week at the latest.
- Time Keepers will calculate and enter payouts if the TER/RET is not entered into Job Data in a timely manner. Contact SHARP staff for assistance as the leave balance will need to be manually increased by the accrual when manually calculating payouts **before** you enter the payouts
- The payouts usually appear in the timesheet with SB (Submitted Status) on the Wednesday after the pay period end date. All Dates can change if there is a holiday.

Lesson 2: Report Time Worked

Bonuses

- Bonus that need overtime differential calculated must be entered on the Bonus Pay Page (Compensation, Maintain Bonus Pay)
- If you have questions about manually adding a bonus to a timesheet, consult your agency's Personnel Office
- **Note:** Longevity Bonuses, and overtime differential due if applicable, will continue to automatically default onto an employee's timesheet. The Longevity Bonus (represented by the "LNG" Time Reporting Code and a dollar amount) and the Overtime Differential Due "ODP" may default anytime during the pay period, but most commonly they default on the Monday night following the pay period end

Lesson 2: Report Time Worked

“Do Not Deletes”

- In addition to the payouts and bonuses discussed in previous slides, there are other “special” time reporting codes that should not be deleted
- Best practice is to record time worked and leave taken and leave any other rows that default in the timesheet for review by the agency’s Personnel Office
- If you have concerns about any time reporting code on the timesheet, contact your Personnel Office

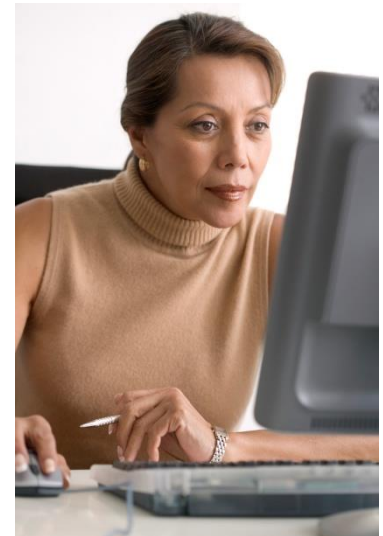
Lesson 2: Report Time Worked

□ Timing is Everything

Did you know that the process for collecting and processing reported time into pay is one that follows a very tight schedule? It is important that you enter and submit time before **11:00 AM** on the last Friday of the pay period (Your agency may require you enter it sooner or later, so please check with your Personnel Office if in doubt).

On Monday night, the time administration process will run. If there are errors, work with the Personnel Office to correct them. Then on Tuesday night, a process known as “pre-calc” runs that shows your Personnel Office a draft of each employee’s paycheck. This way they can verify errors and make corrections before “final pay calculation” processes and creates paychecks.

If you have changes to a timesheet after the Monday night following the end of the pay period, work with your Personnel Office.



Lesson 2: Report Time Worked

□ Time Reporting with Projects

If your agency is using Labor Distribution, you must record time by the project or task that you perform for a project or grant. ChartField values (financial information) for each project are governed by SMART and sent to SHARP Time and Labor. These fields are then used to create the Task Profiles.



Recall from Lesson One that task profiles give a name to a group of ChartFields that are used to charge labor costs for individual projects and/or grants. Your agency's Task Maintainer sets up the task profiles that you need to report time worked on the various projects you have in your agency. That way, you do not have to know all of the ChartField values for each project.

TIP: As new projects are added in your agency, your Personnel and Finance staff work together to ensure that you are able to report time on new task profiles.



Lesson 2: Report Time Worked

Timesheets with Tasks

The basic elements on a timesheet are the same whether time is reported using a basic time reporting template or task time reporting template.

Timesheet

Bruno Mars

Accounting Specialist

Actions ▾

Employee ID J000

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 01/27/2019 Previous Employee Next Employee

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup		
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings	173NONTASK	+	-

Save for Later

Submit

Lesson 2: Report Time Worked

Timesheets with Tasks (cont.)

The main difference in a timesheet with tasks is that you see the Task Profile field after the Taskgroup field. An employee's immediate supervisor will guide them in charging their hours worked to individual task profiles in your agency.

Timesheet

Minnie Driver

Accountant

Actions ▾

Employee ID K000007

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period ▾

[Previous Period](#) [Next Period](#)

*Date 01/27/2019 📅 ↻

[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ?

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings ▾	173TECHSUP 🔍	173DB2 🔍	+	-

Save for Later

Submit

Total	Time Reporting Code	Taskgroup	Task Profile ID
80.0000	REG - Regular Earnings ▾	173TECHSUP 🔍	173DB2 🔍

Lesson 2: Report Time Worked

Scenario: Choose a Task Profile

Timesheet

Minnie Driver

Accountant

Actions

Employee ID K00000

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 01/27/2019 Previous Employee Next Employee

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings	173TECHSUP			

In the timesheet above, the default schedule is eight hours Monday-Friday for both weeks of the pay period assigned to the default **Taskgroup** for this employee. It is important to know that the Task Profile does not default on the timesheet. If you do not record a task profile, time will be charged to the default task profile identified on the Taskgroup Table. In this scenario, the employee worked on one task profile the entire pay period. When an employee works the default schedule on one task profile, follow the steps outlined in the next few screens.

Lesson 2: Report Time Worked

❑ Choose a Task Profile (cont.)

Step 1: Select the appropriate task profile ID for the default row. If you know the **Task Profile ID**, you may enter it. Otherwise, you click on the lookup button to search for the appropriate task profile using your three-digit agency number.

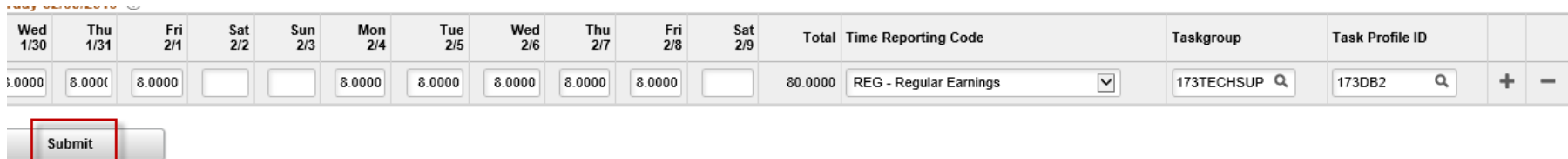
NOTE: Most Task Profiles begin with the 3-digit agency ID, such as 173 for The Department of Administration, 034 for the Adjutant General, etc..

Total	Time Reporting Code	Taskgroup	Task Profile ID			
80.0000	REG - Regular Earnings <input type="button" value="v"/>	173TECHSUP <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input data-bbox="1613 863 1651 906" type="button" value="+"/>	<input data-bbox="1690 863 1729 906" type="button" value="-"/>	

Lesson 2: Report Time Worked

Choose a Task Profile (cont.)

Step 2: Click the **Submit** button. This will place the Reported Time (Timesheet) in the Needs Approval or Submitted Status. **Reminders:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. If you are entering information daily, click on the **Save for Later** button and then click the **Submit** button only after all your entry is complete for the two weeks.



Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings	173TECHSUP	173DB2	+	-

Submit

Step 3: If the Reported Time Status displays Submitted, you are finished with this process and the timesheet is ready for Time Administration. If the Reported Time Status displays Needs Approval, the timesheet is not ready for Time Administration. Once the Timesheet is approved (Approved Reported Time Status), it is ready to be picked up by the Time Administration process.

Lesson 2: Report Time Worked

Scenario: More than One Task

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period assigned to the default **Taskgroup** for this employee. In this scenario, the employee worked on more than one task. When an employee works on more than one task, follow the steps outlined in the next few screens.

Timesheet

Minnie Driver

Accountant

Actions ▾

Employee ID K000001

Empl Record 0

Earliest Change Date 11/22/2018

Select Another Timesheet

*View By Calendar Period ▾

[Previous Period](#) [Next Period](#)

*Date 01/27/2019 📅 ↺

[Previous Employee](#) [Next Employee](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ⓘ

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings ▾	173TECHSUP 🔍	<input type="text"/>	+	-

Lesson 2: Report Time Worked

More than One Task (cont.)

Step 1: Select the appropriate task profile ID for the default row. If you know the **Task Profile ID**, you may enter it. Otherwise, you click on the lookup button to search for the appropriate task profile using your three-digit agency number.

80.0000

Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
	8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings <input type="button" value="v"/>	173TECHSUP <input type="button" value="Q"/>	173DB2 <input type="button" value="Q"/>	+	-

Lesson 2: Report Time Worked

More than One Task (cont.)






Step 2: Delete the hours that the employee did not work on the default Taskgroup and Task Profile.

Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
8.0000	8.0000	8.0000	8.0000			80.0000	REG - Regular Earnings <input type="button" value="v"/>	173TECHSUP <input type="button" value="Q"/>	173DB2 <input type="button" value="Q"/>	+	-

Lesson 2: Report Time Worked

More than One Task (cont.)

Step 3: Add a new row to the timesheet.

Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
8.0000	8.0000	8.0000	8.0000			80.0000	REG - Regular Earnings 	173TECHSUP 	173DB2 		

Lesson 2: Report Time Worked

More than One Task (cont.)

Step 4: Select the appropriate time reporting code, taskgroup, and task profile ID for the new row.

Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
8.0000			80.0000	REG - Regular Earnings <input type="button" value="v"/>	173TECHSUP <input type="button" value="Q"/>	173DB2 <input type="button" value="Q"/>	+	-
				REG - Regular Earnings <input type="button" value="v"/>	173TECHSUP <input type="button" value="Q"/>	173DOASLA <input type="button" value="Q"/>	+	-

Lesson 2: Report Time Worked

More than One Task (cont.)

Step 5: Enter the actual hours that the employee worked on the new task for each day.


Thu 2/7	Fri 2/8	Sat 2/9	Total	Time Reporting Code	Taskgroup	Task Profile ID		
8.0000			80.0000	REG - Regular Earnings <input type="checkbox"/>	173TECHSUP <input type="text"/>	173DB2 <input type="text"/>	+	-
	8			REG - Regular Earnings <input type="checkbox"/>	173TECHSUP <input type="text"/>	173DOASLA <input type="text"/>	+	-

Lesson 2: Report Time Worked

More than One Task (cont.)

Step 6: Click the **Submit** button. This will place the Reported Time (Timesheet) in the Needs Approval or Submitted Status. **Reminders:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. If you are entering information daily, click on the **Save for Later** button and then click the **Submit** button only after all your entry is complete for the two weeks.

Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time R
8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000			80.0000	REG -
									8			REG -



Submit

Step 7: If the Reported Time Status displays Submitted, you are finished with this process and the timesheet is ready for Time Administration. If the Reported Time Status displays Needs Approval, the timesheet is not ready for Time Administration. Once the Timesheet is approved (Approved Reported Time Status), it is ready to be picked up by the Time Administration process.

Lesson 2: Report Time Worked

Interfaced Time

If you are a timekeeper from an agency that interfaces Reported Time, you may be reviewing time based on a detailed time reporting template. This means that individual ChartFields display after the Time Reporting Code field (Click on the Chartfields hyperlink to view the additional fields).

Total	Time Reporting Code	Taskgroup	Business Unit	User Field 2	User Field 3	Combination Code	ChartFields		
80.0000	REG - Regular Earnings <input type="checkbox"/>	143NONTASK <input type="text"/>	SOKBU <input type="text"/>	<input type="text"/>	<input type="text"/>	1430001034201901031 <input type="text"/>	ChartFields	+	-

Lesson 2: Report Time Worked

❑ Interfaced Time (Cont.)

After viewing or updating the Chartfields, click on **OK** to move back to the timesheet.

ChartField Detail

Employee ID K0000036764

Combination Code 1430001034201901031 x 🔍

ChartField Detail

Department	Fund Code	Budget Unit	Program Code	Account
1430001034 🔍	2019 🔍	0100 🔍	01031 🔍	5100

Ok

Cancel

Lesson 2: Report Time Worked

Adjustments

We all do our best to accurately record the time that we worked each pay period. However, sometimes errors occur. If you discover that an employee incorrectly reported time in a previous time period, print a paper time document, ask the employee and immediate supervisor to sign/date the document and retain it for five years.



- **Pay Affecting Adjustments:** Covered in the Payroll Training Material.
- **Non-pay Affecting (NPA) Adjustments:** Update the electronic timesheet. Submit. Approve if the adjustment is for a “self-service employee.” Time Administration will pick up the adjustment to the timesheet. The Personnel Office staff will need to review and approve the Payable Time. The information will be picked up on the next on-cycle check.

TIP: In the next few slides, we will review additional information about non-pay affecting (NPA) adjustments. If you need leave adjusted immediately, submit a request to the SHARP corrections unit instead of processing a NPA Adjustment.



Lesson 2: Report Time Worked

▣ Adjustments (cont.)

Pay Affecting adjustments are a four step process. **This lesson covers the Time and Labor side only (Steps 1 and 2).** Steps 3 and 4 are covered in the SHARP Payroll training material.

1. **Enter the adjusted hours, funding/task information or leave on the Timesheet for the pay period you are adjusting Submit (and Approve if Status is Needs Approval)**
2. **After Time Admin runs, Personnel Office Staff Review and Approve Payable Time**
3. Retrieve the check number of the check that needs to be adjusted
4. Request the pay affecting adjustment

Refer to the SHARP Payroll training material for information on off-cycle checks, arrearages, and zero net adjustments.

TIP: Do not perform Pay Affecting adjustments on the Thursday or Friday of paycalc week. If you do, the employee's leave accrual may be adversely impacted.



Lesson 2: Report Time Worked

Where Do I Enter Non-pay Affecting Adjustments?

Timesheet

Corey M Latte

Human Resource Professional

Actions ▾

Employee ID K00002

Empl Record 0

Earliest Change Date 02/10/2019

Select Another Timesheet

*View By Calendar Period ▾


*Date 01/27/2019 📅 🔄

[Previous Period](#)

Reported Hours 80.0000

From Sunday 01/27/2019 to Saturday 02/09/2019 ⓘ

Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000

Pull up the timesheet you want to adjust or if you do not have access to the previous period timesheet because the employee was employed by another agency, pull up the current timesheet for the employee requiring an adjustment and Click the **Previous Time Period** hyperlink until the pay period in which you need to adjust time is displayed. Alternately, enter a date within the pay period to be adjusted in the **Date** field and click the **Refresh**  button.

Lesson 2: Report Time Worked

Where Do I Enter Time Adjustments?

Before Changed SCK to VAC:

Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Total	Time Reporting Code
4.0000			8.0000	8.0000	8.0000	8.0000	8.0000		76.0000	REG - Regular Earnings
4.0000									4.0000	SCK - Leave-Sick

After changed SCK to VAC:

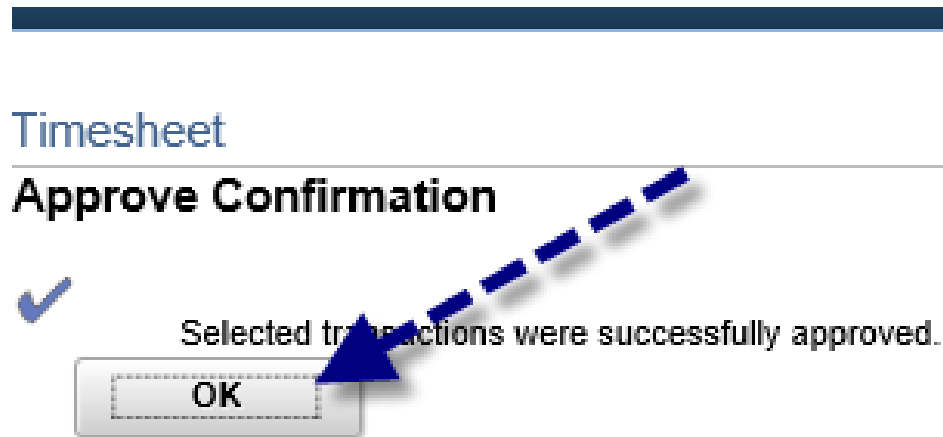
Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Total	Time Reporting Code
4.0000			8.0000	8.0000	8.0000	8.0000	8.0000		76.0000	REG - Regular Earnings
4.0000									4.0000	VAC - Leave-Vacation

Make changes to the timesheet so that the leave or funding information is correct. In this example, we changed SCK to VAC.

Submit the timesheet. Approve if Reported Status is Needs Approval.

Lesson 2: Report Time Worked

❑ Where Do I Enter Time Adjustments? (Continued)



After Clicking Submit, the Submit Confirmation displays. Click Ok. Then Click Select or Select all and click Approve if the employee is a Self-service employee. Click through the message. Time Administration will run.

NOTE: The Personnel Staff for your agency will review and approve the Payable Time so it is ready to be taken by Payroll before they request the adjustment (known as the ADJ-ALL process).

Lesson 2: Report Time Worked

□ Lesson Summary



Basic time reporting is the process of opening an employee's timesheet for the current pay period, entering exceptions (or changes) to the default work schedule, and submitting the Reported Time (and Approving if this is a Self Service employee) so the Status is Submitted or Approved, making it ready for Time Administration processing.



Pay Affecting Adjustments require more steps than non-pay affecting adjustments. Refer to the SHARP Payroll training material to find out how to request a pay-affecting adjustment.



Non-pay affecting adjustments do not require the paycheck adjustment request steps. Instead, update the timesheet. Submit (and approve if self-service employee). Time Administration runs. Personnel reviews and approves Payable Time. Timesheet information is picked up by the on-cycle process.

In this lesson, I walked you through the basics of entering and adjusting reported time.



Lesson 2: Report Time Worked

Lesson Summary Continued



Use the **Submit** button when you are ready for the timesheet to be processed by Time Administration. Use the **Save For Later** button until you are completely finished with an employee's timesheet. Note: It is not a requirement to click Save for Later prior to clicking Submit.



For most employees, hours default based on the work schedule. You only need to enter exceptions (or changes) to the default hours.



Task Profiles are a group of chartfields that are used to charge labor costs for individual projects and/or grants.

In this lesson, I walked you through the basics of entering and adjusting reported time. This concludes Lesson 2.

